



Supervisor Checklist & Resource Guide

Congratulations on your new hire! This checklist aims to provide you with tools and resources to onboard your new employee as efficiently and comprehensively as possible. Please reach out to HR at HRInfo@uvm.edu with any questions .

After your employee accepts the offer:

- ‰ Order hardware and software
- ‰ Request S drive access
- ‰ Request phone number and/or Jabber access
- ‰ If remote, solidify shipping of hardware
- ‰ Add employee to
 - ... Email groups
 - ... Teams chats
 - ... Recurring meetings
- ‰ Send email to employee:
 - ... Attach the [new employee checklist and resource guide](#)
 - ... Attach the [resources for relocation to Vermont guide](#) if the employee is relocating
 - ... Send [campus map link](#) – highlight nearest bus stop to work location
 - ... Send [link to request accommodations / modified workspace set up](#)
 - f Disability accommodations: The requesting department is responsible for making accommodation arrangements for orientation attendance. Please contact the ADA/504 Coordinator with any questions at 802-656- 0945 or via e- mail to accessibility@uvm.edu.
 - ... Request info (work history, fun facts, etc.) for an introductory announcement to team
- ‰ Notify all employees who will be working with this employee of the start date for the new hire

Prior to your employee's first day (at least a few days before their start date):

- ‰ Get laptop and schedule appointment for IT to set up computer on employee's first day

% Request key to office or C ATC

- ‰ Review initial job assignments and training plans, job description and performance expectations and standards
- ‰ Introduce [CATAlert](#)
- ‰ Review
 - Performance appraisal process
 - Job schedule and hours, including breaks, lunchtime, and overtime
 - Payroll timing, timecards, reporting/requesting time off policies and procedures
- ‰ Review systems, including:
 - E-mail
 - Footprint system
 - PeopleSoft
 - SharePoint and shared drive
 - Kronos, if applicable
- ‰ Explain relationships with other departments and high-level org chart
- ‰ Review the new employee checklist
- ‰ Touch base with your new employee at the end of the day